Certified Enrollment - Nonpublic
and Textbooks Services Request
Filing Instructions

Count Date: October 1, 2007
Due Date: October 15, 2007
Last Date to Submit Corrections or Amendments: November 1, 2007

Complete the data collection application on the web at http://www.edinfo.state.ia.us/
ID and password are the same as for the BEDS

The certified nonpublic enrollment report form must be completed for <u>each individual</u> accredited or specially approved nonpublic school rather than system-wide. Nonpublic schools that are not accredited or specially approved do not complete a certified nonpublic enrollment report form.

Please file the Certified Nonpublic Enrollment Report forms electronically unless your school has no access to the web. If your school has no access to the web, fax the forms to 515-281-7700 followed by an email to Deb Schroeder alerting her to the fax sent. File as soon as possible after the count is taken on count date, but no later than October 15.

If you have any questions, call or e-mail Deb Schroeder at:
Phone: (515) 281-4741
FAX: (515) 281-7700
E-mail: deb.schroeder@iowa.gov

Start-up screen
- USER ID is your school's eight-digit district number, typed without any spaces or dashes.
- PASSWORD is the same as the password assigned to your school for the BEDS website.
- Click on the **submit button** to go to the next screen.

Application menu screen
- Click on the gray bar labeled **Certified Enrollment/NP** to enter into the forms section of this website.
- Click on the gray bar labeled **Exit** to leave this screen and return to the start up screen.
- **Instructions** can be printed from this screen.
- This screen shows the due date of the form, which is October 15.
- This screen shows the status as either "Browse Only" or "Available". "Available" means that information can be entered on the form. "Browse Only" means the information is read-only. The form will be shown as "Available" until the due date of October 15.

Help
A **Help** button is available for information on navigating the web and for instructions to forms.

Go vs Update
It is important to remember that the **Go** and **Update** buttons have very different functions. Go is used only to navigate from one form to another and from the current year to the prior year. **Go does not save any changes you may have made on the screen. Update** checks the data to make sure it is valid and saves the valid data to the Department of Education database.

Back and Forward Buttons
Once you enter the school's login and password and in the data collection web site **do not use the Back and Forward buttons on your browser.** Using the Back and Forward buttons on the browser will cause the form indicated in the menu bar to not match the actual form shown on the page. If the back or forward buttons are used and the **Update**

button is clicked the **Update** will fail because the form menu and form itself do not match. Clicking the **Go** button will reset the form and updating will be allowed.

Time Out
The Department of Education data collection web site is designed to time out a user who has been inactive on the site for thirty minutes. Inactive means no menus have been changed or the **Update** or **Go** buttons have not been clicked. This is necessary due to the amount of traffic on the web site and the amount of server resources allocated to inactive users. **After entering your information be sure to click Update right away! Any information that has not been successfully updated will be lost if the user is timed out from the server**.

Last Year's Data
In the banner across the top of the form there is a drop-down menu that will allow you to access your previous year's data. By selecting **PREVIOUS** and clicking **Go**, the 2006 information for your school is displayed. You may review the data submitted last year to assure that the current year's information is reasonable. 2006 information is browse only and cannot be changed.

Red Boxes
Once data is entered and the **Update** button is clicked, the information is checked and validated by built-in edits. If there is a problem with any of the data the same page will be returned with the problem areas highlighted in red. **Problem areas highlighted in red must be corrected before any information on the page will be saved.**

Summary screen
This screen is the Summary Form that shows the totals of all the forms that correspond to the gray numbered buttons. It also compares the current totals to those of the previous year for each individual form. There are two ways to navigate from this page.
1. Go to the very top of the screen just under the Iowa Department of Education logo to see the word "Summary" in the "Form:" box. Click on the **down arrow** for a drop down menu of the forms by name, click on the form name, and then click the **GO button**. This will display the form selected.
2. You may also click on the **gray "number" button** in the body of the Summary screen; this will display the individual form screen selected.

Form 1 Enrollment screens
Form 1 Enrollment consists of two screens. The first screen is where all the entries are totaled. This first screen is also the one that has an **Add button.** This **Add button** displays the second screen where entries are made to create the individual record. After making entries on this second screen click on the **Update button** and the entries will become part of the totals. This also displays the first screen. If an error was made in an entry simply click on the **EDIT button** on the first screen. This will return the display of the individual record screen where changes can be made.

For appropriate entries for each form please consult the instructions for that form. If data entered are inappropriate or incomplete the entry on the second screen will appear with a red banner around it. There will also be a brief explanation of the error or omission. After correcting the error or omission click on the **Update button** to add the entries to the total screen. Entries will not be updated until all errors and omissions have been resolved.

Certification
The final step is to complete the certification summary form to indicate that the information submitted on the web site is complete and accurate. After reviewing all of the entries submit the Certified Nonpublic Enrollment by clicking on the **CERTIFY button**. Your school will be given credit for having completed your certified enrollment only after the information has been certified. Once the form has been certified data can no longer be changed. Data will, however, still be viewable as "browse only."

Corrections
Corrections to enrollment can be made **until November 1, 2007,** for students who were officially enrolled on count date but who were inadvertently omitted or not properly reported. Make a copy of the original forms filed, mark through the error, write the correction beside the error, and write "amended" at the top of each form. Fax corrections to 515-281-7700.

Summary Form

The on-line program begins on the certified enrollment summary page. The summary form is also the certification form. Row 1 on the Summary Form has a "button" which can be clicked to access a form with the same number as the row. Row 2 does not have a separate form for the information requested.

To enter information for row 1 use either the dropdown menu or click on the number "1" in the gray box to go to the form.

Row 1 / Form 1
Iowa Students Attending Your Accredited Nonpublic School

The information for row 1 on the certified nonpublic enrollment summary form comes from Form 1.

Report students by their Iowa districts of residence who are enrolled in your accredited nonpublic school.
- Include only students who are enrolled in your nonpublic school on October 1 (or the following Monday if October 1 falls on a weekend).
- Include only students who are residents of the State of Iowa. Do not include students from other states or students from other countries attending your school on a foreign student exchange program.
- A student can be a resident student in only one school district.
- Count each student as 1.0. Students in accredited nonpublic schools are counted as 1.0 on Form 1 even if they are also counted as shared time nonpublic students in a public school district.
- Include only students who are of school age. Individuals at least five years of age and less than twenty-one years of age on September 15 that have not completed a high school diploma or its equivalent (GED) are of school age (Iowa Code 282.1).

Click on the add button to go to an entry form.
On the Form 1 entry form enter the resident district of students attending your school, one district at a time. After each district is entered, click the update button, and then click the add button to enter the next district. Continue this process of "add-update" until all school districts in which your students reside have been entered. Do not report all students as residents of the district in which your nonpublic school is located unless all of the students do, in fact, reside in that school district.

Form 1, Resident Public School District Name.
Enter the name or district number of an Iowa public school district in which your students reside. If you enter the first few letters of the district name and press enter, the web site will enter the district name for you. If there are multiple districts that match the letters you have entered, a box of choices will appear from which to make a selection.

Form 1, Number of Students Who are Residents of the Iowa Public School District.
- Enter the total number of your students who are residents of the Iowa public school district you have listed.
- When the update button is clicked, the total on the add screen will increase for the number of students you enter for each district, and this grand total will automatically be entered on row 1 of the certified enrollment summary form.
- Repeat these steps until all school districts in which your students reside have been entered.

Use the dropdown menu to return to the certified enrollment summary page.

Row 2
Iowa Students Attending Your Accredited Nonpublic School
on Whose Behalf You are Requesting Textbook Services

Textbooks and textbook substitutes adopted and purchased by the board of a public school district are made available, to the extent funds are appropriated by the legislature, to students enrolled in accredited nonpublic school located within the boundaries of the public school district regardless of the district of residence of those students.   "Textbooks" means books and loose-leaf or bound manuals, systems of reusable instructional materials, or combinations of books and supplementary instructional materials which convey information to the student or otherwise contribute to the learning process, or electronic textbooks, including but not limited to computer software, applications using computer-assisted instruction, interactive videodisc, and other computer courseware and magnetic media.

- The nonpublic school must be an accredited or specially approved school.
- The students included must all be Iowa residents.
- The authorities in charge of the accredited nonpublic school must make a request for textbook services to the public school district in which it is located on behalf of the school's enrolled students. **This form is considered to be that request to the district in which your school is located. The Department of Education will forward the information you submit on this form to the appropriate school district.**
- The nonpublic school shall certify its enrollment taken on the first day of October to the Department of Education on or before October 15, 2007.
- The textbooks and textbook substitutes must be adopted and purchased by the public school district. The nonpublic school cannot receive cash from the public school district for textbooks, even as a reimbursement.
- The textbooks and textbook substitutes must be nonsectarian and nonreligious.
- The public district must have received funds for the nonpublic school from the appropriation, or have funds remaining from the prior years' appropriation for the individual nonpublic school, before the nonpublic school may receive services.

The Department of Education is required to provide to the public school district the maximum dollar amount it has available from the appropriation to be used for the textbook services. This notification will occur on or after October 15, 2007, after all accredited and specially approved nonpublic schools have certified to the Department of Education. The per pupil amount is determined by dividing the total appropriation by the total number of students in all Iowa accredited nonpublic schools that have requested to participate in each program. Once the public school districts are notified of the amount of the appropriation allocated to them there is no funding left in the appropriation to be allocated on behalf of nonpublic schools that filed or amended later.

There is no additional entry form for row 2 detail.

Summary Form, Row 2, Number of Students.
- Enter directly on row 2 of the certified enrollment summary form the number of students on whose behalf you are requesting textbook services from the public school district in which your accredited nonpublic school is located.
- The number on row 2 can be a different number than that which is entered on row 1, but it cannot be greater than the number on row 1.
- If your school does not wish to participate in textbook services please enter 0 (zero).

Click the update button to save the entry on row 2.

Certification

At the bottom of the certified enrollment summary form, enter the name, title, and contact information (phone, FAX, and email) of the person who can answer questions concerning the completion of this Certified Nonpublic Enrollment Report.

After reviewing the entries, click the certify button.

Print the Certified Nonpublic Enrollment Report forms and retain in the school's record.

Clicking the "certify" button on the web based data collection, signifies signing the certification form and no further paperwork is necessary to send to the Department of Education.